



**Town of Danville**  
**ACCOUNTING ANALYST**

**DEFINITION**

Performs a variety of responsible technical and specialized accounting duties in the preparation, maintenance and processing of accounting records and financial transactions; provides work direction to technical, and clerical employees; performs related and other work as required, all within the context of the Town's Mission, Vision, Values Statement and a strong and progressive customer service orientation.

**Equipment, Methods & Guidelines**

Typically uses Federal and State regulations and reference materials; Town policies, procedures and budgets, principles of governmental accounting and auditing. Uses telephone, calculator, computer terminal, and copier.

**Physical Demands**

The work requires speech, hearing, and vision; must be able to read small print from reports and computer screens.

**Supervision**

Supervised by the Financial Services Supervisor.

**EXAMPLES OF DUTIES**

- Prepares and maintains the payroll function; maintains records for the employee deductions and prepares deductions; prepares reports and payments to various taxing and financial organizations; interprets and implements guidelines provided by other agencies related to payroll and deductions.
- Prepares Quarterly and Yearly Payroll Reports to the Federal and State Agencies.
- Provides technical and functional supervision over assigned account clerical personnel; supervises Account Clerk II position.
- Responds to questions and concerns from operating departments regarding area of assignment; corrects problems in documents as necessary; explains processes and systems to town employees and vendors (if necessary).
- Performs various accounts receivable, and accounts payable activities.
- Composes correspondence related to area of assignment.
- Compiles basic to intermediate reports using Crystal Report software.
- Reviews entries made to various financial records for proper coding and maintenance of proper accounting procedures.
- Monitors and maintains Capital Improvement Projects, grant activities ensuring compliance with stipulations and reporting requirements, ensuring data is recorded in the Town's financial accounting system, and keep back up documents for records.

- Prepares monthly health benefit payments and retirement benefits payments.
- Assists with the fiscal year-end and fixed asset accounting.
- Responsible for Capital Asset accounting and reporting.
- Performs PO and AP maintenance.
- Performs other duties of similar nature or level.
- May train and provide work direction to Accounting Technician.
- Fills in for supervisor during supervisor's absence.
- Promotes the Town's Mission to make Danville a city of the highest quality by providing responsive, cost-effective, and innovative government services; understands and subscribes to the Vision and Values Statement adopted by the Town.
- Performs duties within OSAH standards.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge and Abilities**

Working knowledge of accepted principles, techniques, practices of governmental accounting, fund accounting, auditing, and fiscal management; of accounting systems and data processing interrelationships; laws relating to public finance and fiscal operations; and of modern office methods, procedures, and equipment. Ability to skillfully analyze, understand, explain, and apply accounting and auditing principles, techniques, and procedures in the work performed; to rapidly analyze financial data and draw sound conclusions; to prepare clear, complete, concise reports; to communicate effectively orally and in writing; to work with minimal supervision; and to establish and maintain cooperative relationships with those contacted in the course of work.

### **Education/Experience**

A combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Education and /or equivalent to two (2) years of college course work in Accounting, business administration or public administration or a closely-related field with coursework in Accounting.

**Experience:** Four (4) years of experience performing standard accounting duties.

### **Other Requirements**

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

Updated: December 2007